Name: _____Date: _____

Type in either **shift** or **capslock** to make each statement correct.

or

1. Can print symbols _____

2. Is a toggle key _____

3. Is in 1 location _____

4. Needs to be held down while pressing another key _____

5. Is in 2 locations _____

6. Can be used with number keys _____

7. Has a status light when on _____

8. Better to use if there are a lot of capital letters _____

Type in either **backspace** or **delete** to make each statement correct

9. In 1 location _____

10. In 2 locations _____

11. Erases to the left of the cursor _____

12. Is a bigger key _____

13. Erases to the right of the cursor

    _____

14. Has an arrow on it _____